

Termination of Employment Contract

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately due to non-compliance with job requirements as outlined in your employment contract.

Despite previous discussions and opportunities for improvement, we have not observed the necessary compliance with the job standards and expectations. It is imperative that all employees adhere to the guidelines set forth in their contracts to maintain a productive work environment.

You will receive your final paycheck, including any accrued vacation days, within the next [insert time frame] as per company policy.

We appreciate the efforts you have made during your time with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]